

SECRET

Classification

18

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140091-2

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR 30 25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE
OF
REPORTSTATISTICAL
NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCEADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annually

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)
Memorandum

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

EA/TR

10. PREPARING COMPONENT (include lowest level
contributing information to report)DC/S 11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00		1.0		11.00		2		\$22.00
GS-07	4.50		0.5		2.25		2		4.50

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 26.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF ~~25X1~~,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.To provide a projection of anticipated requirements for
Used by Special Assistant to DDS in programming overall 25X1

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

25X1

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

X RETAIN AS IS OTHER (explain)
CHANGE
DISCONTINUE

16. DATE OF INVENTORY

9 October 1970

18. EXTENSION

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